



Greenshades Information

Goodwill strives to be environmentally friendly. In order to meet our paperless goal, we have established paperless paystub access through Greenshades. To get started, follow the instructions below after your first payday.

1. Go to: gdw.greenemployee.com
2. Follow the instructions to set up your user ID and password
3. For security, the system will have you log on using the information you just created. You are now able to access any of your pay information from January 1, 2010 on
4. A message may appear about website security with a continue option that warns it is not recommended. To safely proceed select that option, enter in Goodwill's main phone number (402-438-2022) and you should be able to safely continue.

A few things to note:

- ❖ Any internet accessible computer will allow you to access your paystubs
- ❖ Help save a tree by printing only the paystubs you need, when you need them
- ❖ Paystubs can be set up to be conveniently sent to your email
- ❖ Address and phone number changes can be directly submitted to payroll
- ❖ Those who leave employment will still be able to access their pay information